

Glenn Labor-Management Partnership
Meeting
November 15, 2000

Attendees: Sheila Bailey, Joe Duckworth, Bob Fails, Larry Kalb, Goerge Madzsar, Zeke Morgan, Angel Pagan, Lori Pietravoia, Jack Salzman, Paivi Tripp, Bill Wessel, Hank Wroblewski

Guests: Judy Allen, FLRA
Bill Spellacy, FLRA
Kim Mordaunt, OHR

Lori Pietravoia introduced and welcomed Zeke Morgan, Chief of the Manufacturing Engineering Division, as a new member to the Partnership.

Lori Pietravoia also reported that the minutes from October meeting were sent out for review and comments. In order to provide enough time for all members to review those minutes, approval of the October minutes was not included on the agenda. It will approval of those minutes will be postponed until the next formal meeting.

Retreat Planning

The Retreat Planning Team of Bob Fails, Larry Kalb, Bob Everett and Lori Pietravoia worked with Bill Spellacy of the FLRA to finalize the arrangements for the December retreat. Bob Fails reported that the Team is recommending:

1. Issues that will be addressed at the retreat revolve around "change management". As a result, it is suggested that Kim Mordaunt of the Organization Development and Training Office, present information to the Partnership at the retreat on Change Management considerations.
2. In order to accommodate the schedules of a few individuals and ensure that as many as possible will be able to attend the retreat, it is recommended that the retreat be held at the Holiday Inn in Westlake (on Crocker Rd.).
3. In order to make the best use of the time established for the retreat, it is suggested that lap top computers be used to present the outcomes from the small group discussions and finalize the recommendations. Bob Fails has agreed to make arrangements for 4 lap top computers, formatted disks and a projector to display the material.

Bill Spellacy discussed the proposed agenda (attached).
The recommendations of the Retreat Planning Team and the Agenda was approved.

It was agreed that the purpose of the retreat is to: Develop recommendations for the DLT on criteria to be used when making and implementing strategic decisions affecting the workforce. Examples given include – changes in budget, skill needs, and/or reorganizations.

Larry Kalb identified the following issues that need to be considered in the process:

1. Why there is a need for a change.
2. Ensure employees are accommodated to the greatest degree possible.
3. Be up front and honest with employees.
4. Hold frequent meetings with employees.
5. Assist employees by identifying jobs at other agencies that are open and for which they may qualify.
6. Use OHR.
7. Provide advance notice to unions.
8. Consider the retirement status of affected employees.
9. Establish training program to bring employees being displaced/reassigned to the full performance level of the "new" job.
10. Find ways to mourn the "old" and celebrate the "new".
11. Involve employees in the process.

Retreat Process/Agenda specifics were discussed as follows:

- Change management discussion will include approximately 15 minutes for an overview by Kim Mordaunt and 15 minutes for questions. Kim will provide material ahead of time to all members so it can be reviewed prior to the retreat. She will focus on the differences between change management and transition management and identify the principles of managing transition. The information presented will be used when working the other agenda items. She will also provide and come equipped to use a variety of tools that will help in the process.
- It was agreed that the major events that will be discussed may include past as well as potential events. It will be up to the group to decide. The group will brainstorm the event, post it, categorize them and separate into 3 small groups based on the categories. The small groups will be formed by:
 - 1) asking who is interested in participating on each group
 - 2) considering the make-up of the group – the goal will be to have a good union-management mix
- Bill Spellacy, Judy Allen and Kim Mordaunt will facilitate the small group discussions. Bill will facilitate the large group discussion with assistance from Judy and Kim.
- It was agreed that the Internal Communication Officer, Jim Giomini, will be used as a resource regarding communication issues that are discussed and included in the final recommendations.

- Logistics:
 - 1) December 5 & 6 from 8:00 – 4:00
 - 2) Schedule
 - Day 1
 - Agenda Items I – V 8:00 – 12:00
 - Small Group Discussion 12:00 – 3:30
 - Status Reports 3:30 – 4:00
 - Day 2
 - Feedback and Discussion 8:00 – 4:00
 - 3) Lunch will be provided by the Hotel both days. Kim will let everyone know the cost and lunch choices. The time set aside for lunch will be flexible (around 11:30 – 12:30) and determined by the work in progress.

Bill Spellacy will finalize the agenda with the timeframes discussed and agreed to and will bring the final agenda to the retreat.

Information Exchange

Lori Pietravoia reported that Leroy McCreary is Acting Personnel Officer.

The agency has buyout authority but not specific information is available at this time.

Action Items

1. Bob Fails has agreed to make arrangements for 4 lap top computers, formatted disks and a projector to display the material.